

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

JUL 6 1945

April 30, 1945

Reserve

COTTON AND FIBER BRANCH MEMORANDUM NO. C-11

Instructions for Handling Organized Group Applications

A. General

(1) It is imperative that the Officer in Charge of each Classing Office, and such of his assistants as may be required in this work, carefully study the regulations and the necessary procedures to be followed in handling applications and later in receiving and handling samples, keeping records, preparing reports, etc.

(2) The Classing Offices will make general distribution of application and bond forms together with instructions for preparation and filing, will receive and check them for accuracy and completeness, and, where necessary, return incomplete forms to applicant. Completed applications will be sent to the State Review Committee with instructions that they, together with the Review Committee's recommendations be forwarded to the appropriate Area Office. Applications recommended for disapproval by the Area Manager with reasons for disapproval should be forwarded to the Washington Office along with all supplementary documents.

(3) An application received from a group outside a Classing Office territory should be examined for completeness and, if complete, should be forwarded to the appropriate Classing Office and a copy of the transmittal letter mailed to the applicant. If incomplete, it should be returned to applicant with instructions for completion and proper forwarding.

(4) Applications or supplemental lists postmarked or delivered in person after midnight, August 1 or August 15, whichever applies, will not be considered for approval but must be forwarded promptly to the Area Office with the incoming envelope attached or the date of delivery shown on the application.

B. Forms Required

The various forms to be prepared by an organized group to complete an application are as follows:

- (1) Application for Classification and Market News Services
Form OMS-210. Original and two copies.
- (2) Record Sheet
Form OMS-210a. Original and two copies.
- (3) Continuation Sheet
Form OMS-210b (used when record sheet is not sufficient). Original and two copies.

- (4) Cotton Samplers Bond(s)
Form CB-126 (revised). Original only. Required for all sampling agencies except public warehousemen approved by the Commodity Credit Corporation as custodians of loan cotton. (Western Area Manager may alter this item to suit his needs.)

In addition, Form OMS-211 will be executed in triplicate by the State Review Committee.

C. Form Letters

The Area Office will prepare a supply of appropriate form letters for Classing Offices to send to county agents, or groups which applied for the services last season. The letter should mention that application forms are available for groups desiring to reapply for services, the deadline date for filing applications, bond requirements, and other pertinent information.

D. Procedure

- (1) Mail to the county agent or group requesting application forms a sufficient number of copies of each of the Forms OMS-210, OMS-210a, OMS-210b and CB-126 (revised), together with one copy each of instructions and the regulations. Before the application forms are mailed, copies of each may be stapled together in the upper left hand corner to form sets so that carbon paper can be inserted to make duplicates without removing staples. The organized groups are to fill out completely Form OMS-210 down to the double line and must supply all the information asked for on Form OMS-210a except planted acreage figures in columns C and D. The completed forms in triplicate together with bond(s) and a copy of organization papers, if required, should be mailed to you by the group.
- (2) If application is in order except for organization papers and bond(s), a request will be sent to the group immediately for such documents in order that application may receive final consideration. At the same time, the completed forms may be sent to the State Review Committee with a report that organization papers were not submitted.
- (3) The original of Form OMS-210, 210a, 210b, and copies of the organization papers, if any, together with 3 copies of Form OMS-211 will then be forwarded to the State Review Committee. The Review Committee should execute Form OMS-211 in triplicate, retain the triplicate copy for their files and return all other forms direct to the appropriate Area Manager. It is important that a franked envelope addressed to the Area Manager be enclosed for the use of the Review Committee in forwarding the application forms together with its recommendations.
- (4) When the above forms are mailed to the State Review Committee, send to the Area Office the duplicate copy of the application, bond(s), if at hand, and a copy of the letter of transmittal to the State Review Committee. When the application is approved in the Area Office, a copy will be returned to the group with a letter of transmittal. At the same time a copy of this letter and one copy of Form OMS-211 will be mailed to Classing Office and should be attached to its file copy of the application.

(5) Cotton Samplers Bonds will be forwarded by Area Office to the Washington Office for final approval. Bonds applying to applications received after the deadline should not be sent to the Washington Office.

E. Supplemental Lists

Any supplemental list should be made out in triplicate by the group and submitted to the Classing Office in duplicate, signed either by the president or representative of the group. The group should retain the triplicate copy. Upon receipt of the supplemental list, the duplicate copy will be attached to the Classing Office copy of the application and the original forwarded to the Area Office to be attached to the original application. It will be necessary for the group to furnish the same information for members on the supplemental list as furnished for members on Form OMS-210 of the original application. The office copy of Form OMS-210 of the application will be amended to include the additional members and the acreage figures referred to in items 2, 3, and 4. The original copy of the application will be corrected when the supplemental list (and acreage figures) is received in the Area Office.

F. Numbering Groups

(1) SOUTHEASTERN AREA:

The same method of numbering gins will be used as was in effect last year. The name and address of gins will be adequate for identification purposes. Classification sheets and gin cards of regular crop gins are to be identified by the word "CROP" in lieu of a number. State and district code numbers will be added in the space provided on classification sheets.

Group applications will continue to be numbered as in the past with the first letter of the office preceding the number, such as A159, "A" signifying Atlanta. Renewal groups, however, will bear the same number as was assigned last season. For instance, last season the Orchard Hill Cotton Improvement Association was identified as group number "A159". Should this group make application again this season, it will be assigned the same group number "A159" as was used last year. The identification for the gin or other sampling agency of this group to be shown on classification sheets, gin cards, shipping tags, etc., will be "A159", together with the name and address of the gin. In cases where a group is served by more than one gin, the group number will be used for each to be followed by the name and address of the gin. Where a gin serves more than one group and the samples are not kept separate, the numbers of all groups served by the gin should be given. The group number or numbers used in connection with the name and address identifies the gin as being an organized group gin.

(2) SOUTH CENTRAL AND SOUTHWESTERN AREAS:

Groups will be numbered consecutively by Classing Offices with the office letter(s) preceding and the State and District numbers following the group number. For example, assuming that the first application received in the Austin Classing Office is from Texas district 7, it will be numbered AU-1-87 and the second application, if from district 10, will be numbered AU-2-810 etc. The figure immediately following the office designation in each case is the group number. The number "87" (8-7) in the first case

represents State 8 and district 7 and the number "810" (8-10) represents State 8 and district 10.

(3) WESTERN AREA:

Groups will be numbered consecutively by the Classing Offices. In numbering groups, the first one (or two) digits will designate the State, the second (or third) digit will designate the district and the third (or fourth) digit will designate the group number. For example, assuming that the first application received in the El Paso Office is from New Mexico district 1, it will be numbered 18-1-1. Similarly, application number 2, if from Texas, will be numbered 8-6-2 etc.

Gins will use the same numbers that they used in 1944.

G. Returning Applications for Correction

Incomplete or incorrect applications received before the deadline date will be returned promptly for correction. The letter returning such application should include substantially the following statement: "To assure necessary consideration, please return this application completely and correctly prepared within two weeks from this date". Copies of correspondence with group officers regarding applications should be sent to the county agent of the county in which the group is located, and in addition, copies should be made available to the appropriate fieldman.

H. The Record Book of Applications Approved

A record book is to be prepared by each Area Office. Sufficient copies are to be made to furnish two copies to the Washington Office and such additional copies as are needed in the Area Office. To facilitate handling, these records are to be kept by districts. Separate sheets are to be maintained for each district and only groups from that district should be recorded on such sheets.

I. Reporting Approved Applications

Beginning with the first weekly report in June, the Classing Offices will include a statement each week showing the number of applications received by districts and States. Area Offices approving applications will furnish a weekly report showing the number of applications approved by districts and States.

J. Sample Letter for After Deadline Applications
(Suggested for Area Offices)

The letter below is suggested as a guide to use in returning applications received after the deadline date. A letter of this type will not fit all cases but may be adapted to fit many cases.

Dear Mr. Doe:

The application of the Lone Oak Cotton Improvement Association for free cotton classification and market news services which was received by our Raleigh Office

on August 18 (or which was addressed to our Raleigh Office and postmarked August 18) has been referred to this office for further handling.

More than 4 million samples were classed under this program in all of our classing offices last season, and we are likely to be requested to class from 3-1/2 million to 4-1/2 million samples from the 1945 crop. In order that we may handle this volume of samples, we are confident you will recognize the necessity of making definite plans, in advance of the active ginning season, for classing facilities, trained classers, temporary clerks and laborers as well as to deliver supplies to sampling agencies. In order to allow an interval of time for making these arrangements, it is necessary to set a closing date after which additional applications cannot be accepted.

August 15 was set as the closing date for filing applications in your State, and much publicity was given this deadline date, both through the press and in the instruction sheet which accompanied each application blank sent out. As stated in the opening paragraph of this letter, the application of your group was received August 18, (or was postmarked August 18) which was after the closing date, and we sincerely regret having to advise that we are unable to make the services available to your members this season. Accordingly your application papers are being returned.

We certainly hope the good work being done on cotton improvement in your community will continue and that we may have the privilege of making the free classification and market news services available to the members of your group next season.

